

## **FINANCE COMMITTEE**

Courthouse  
West Bend, WI

June 29, 2006  
8:30 a.m.

Present: Herbert J. Tennes, Richard L. Bertram, Ralph R. Hensel, Joan A. Russell, and James E. Spindler.

Also Present: Finance Director Susan Haag, Executive Director Nancy Justman, Accounting Manager Debbie Hoefert, Barb Davies, Medical Examiner Kelly McAndrews, and Chief Deputy Clerk Mary G. Lemke.

Chairman Tennes called the meeting to order and read the Affidavit of Posting.

Moved by Mr. Spindler, seconded by Mr. Bertram to approve the minutes of the June 14, 2006, Finance Committee. Motion carried.

Moved by Ms. Russell, seconded by Mr. Bertram to approve the minutes of the June 21, 2006, Finance Sub-Committee. Motion carried.

### **2005 AIS AUDIT**

Appearance: Executive Director Nancy Justman

Ms. Justman distributed copies of the independent audit report, which was done by Schenck & Associates, and reviewed the report.

Moved by Ms. Russell, seconded by Mr. Spindler to accept the 2005 AIS Audit Report as presented and forward to County Board. Motion carried.

### **TREASURER'S OFFICE ORIENTATION**

Appearance: Treasurer Janice Gettelman

Ms. Gettelman stated that Doug Johnson asked Department Heads to give to their liaison committee, a packet that shows the staffing plan for the department and this year's budget. Ms. Gettelman went through the Personnel for the Treasurer's Office. Ms. Gettelman then discussed the Treasurer's Budget.

### **BODY REMOVAL SERVICES**

Appearance: Medical Examiner Kelly McAndrews

Ms. McAndrews gave an overview of the Medical Examiner's department.

Ms. McAndrews explained to the Committee that her Removal Services account is already over budget for 2006. Ms. McAndrews had budgeted \$6,680 for the costs for body removal services and she stated it could get as high as \$17,000.

Moved by Mr. Spindler, seconded by Mr. Bertram to authorize the Medical Examiner to overspend in the Removal Services account for 2006. Motion carried.

### **CHIEF DEPUTY MEDICAL EXAMINER HIRING**

Appearance: Medical Examiner Kelly McAndrews

Ms. McAndrews explained the significant increase in workflow in the Medical Examiner's office. Ms. McAndrews informed the Committee that the Chief Assistant Medical Examiner has recently resigned due to the workload and requirement to operate the department 24 hours a day, seven-day a week. Ms. McAndrews stated the Public Safety Committee recommended increasing the part-time position in the Medical Examiner's office to full-time effective immediately. The additional cost for 2006 will be approximately \$25,000. After further discussion Mr. Tennes suggested Mr. Johnson be present to give further explanation.

Ms. McAndrews left at 9:45 a.m.

**GOLF COURSE FINANCIAL REPORT**

Ms. Haag distributed and explained the Golf Course Financial Report.

Ms. Haag asked Chairman Tennies to take up item #16 as long as Mr. Miller & Mr. Delzer were already here.

**RESOLUTION FOR 2007 CONTINUOUS/PERMANENT FACILITY-  
AGRICULTURAL AND HOUSEHOLD HAZARDOUS WASTE GRANT  
APPLICATON**

Appearance: Administrator Paul Mueller and County Conservationist Blaine Delzer

Mr. Mueller stated that the Clean Sweep program was started under the direction of Emergency Management and was transferred from Emergency Management to the Planning & Parks Department under the Land Conservation Division three years ago. Mr. Mueller presented two potential plans for the 2007 Agricultural and Household Hazardous Waste Grant Application; a permanent site located at Onyx Environmental Services in Menomonee Falls in Waukesha County, or a one-day event located in West Bend. Mr. Mueller went through the Resolution 2007 Continuous/Permanent Facility Agricultural and Household Hazardous Waste Collection Program Grant for Washington County (Clean Sweep). The grant application requires the County to specify either a permanent or temporary site. Mr. Delzer stated that grant funds are not expected to cover the entire cost of either a permanent site or a one-day event.

Administration Coordinator Doug Johnson & Ms. McAndrews arrived at 10:23 a.m.

Moved by Mr. Bertram, seconded by Ms. Russell to defeat Resolution 2007 Continuous/Permanent Facility Agricultural and Household Hazardous Waste Collection Program Grant for Washington County. Motion carried.

**CONTINUATION OF CHIEF MEDICAL EXAMINER HIRING**

Mr. Johnson explained to the Committee, the benefits of having this position full-time and expressed concern about retaining anyone if it remains part-time.

Moved by Mr. Spindler, seconded by Mr. Bertram to authorize increasing the part-time Chief Deputy Medical Examiner's position to a full-time position and forward this recommendation to the County Board. Motion carried.

**SALES TAX REPORT**

Ms. Haag distributed the 2006 County Remittance Sales Tax Report. The total received in June for sales tax earned in April is \$770,163.40, for a 2006 total of \$2,567,052.34.

**FINANCE DIRECTOR'S REPORT ON STAFF ACTIVITIES**

Ms. Haag reported on Staff Activities.

**DEPARTMENT TRANSFERS**

There were no department transfer requests.

**OUT-OF-STATE TRAVEL**

There were no out-of-state travel requests.

**FINANCIAL APPROVAL REPORT #10**

Moved by Mr. Spindler, seconded by Ms. Russell to approve early release and presentation to the County Board, Financial Approval Report #10, in the amount of \$3,326,757.20. Motion carried.

**VOUCHERS**

Moved by Mr. Bertram, seconded by Mr. Spindler to approve the following:  
**Social Services WISACWIS** vouchers in the amount of \$89,422.80.

**Miscellaneous** vouchers in the amount of \$17,952.18.

**General Accounts Payable** vouchers in the amount of \$1,409,836.71.

Motion carried.

Moved by Mr. Spindler, seconded by Ms. Russell to approve Mr. Bertram's expense voucher in the amount of \$42.72. Motion carried.

Moved by Ms. Russell, seconded by Mr. Spindler to approve Mr. Hensel's expense voucher in the amount of \$40.05. Motion carried.

Moved by Mr. Bertram, seconded by Mr. Hensel to approve Mr. Spindler's expense voucher in the amount of \$93.45. Motion carried.

Moved by Mr. Spindler, seconded by Mr. Bertram to approve Ms. Russell's expense voucher in the amount of \$136.17. Motion carried.

**ADJOURNMENT**

Moved by Mr. Bertram, seconded by Mr. Spindler to adjourn at 11:30 a.m.

Brenda J. Jaszewski, County Clerk